

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**

Position: Administrative Specialist II
Department: Education for Older Adults & Adults with Disabilities
School of Continuing Education

Time (FTE): .475 Term (months/year): 12Work Schedule (Days, Hours): Monday-Friday 8:00am-5:00pmSalary Schedule (Range): A-75Background and Rationale (use back of form if additional space is needed): see attached

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-412000-211000-601000-2100 100 % Amount \$ 30,497
Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____**Comments:** _____**Signatures:**Sage Overoye
1. Requesting Manager Signature3/22/22
Date

4. Human Resources Signature

Date

Madelyn A. Gallo
2. Division Vice President Signature3/22/2022
DateSachin
5. Vice President, Human Resources4/1/22
Date1680 Boxe
3. Chief Compliance/Budget Officer Signature03/28/22
Date☒ Funding available ☐ Funding not available Position Number: CA9232 Contract Number: 213273**Comments:** Due to the SCE restructure, funding source is from one of the (3) eliminated positions: CA9607, CA9695, CA9515**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin
6. Signature of President/CEOApril 5, 2022
Date

MT SAN ANTONIO COLLEGE

SCE RESTRUCTURE

FY 2021-22 and FY 2022-23 SALARY PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	NAME	FY 2021-22 ONE-TIME	FY 2022-23 ONGOING
<u>AVAILABLE FUNDING IN THE UNRESTRICTED GENERAL FUND (UGF):</u>						
<i>Elimination of three vacant positions:</i>						
CA9607	0.475	A	59	Registration Specialist - Vacant since 2.1.22	13,595	26,190
CA9695	1.000	A	81	Administrative Specialist III - Vacant since 1.1.22	45,922	89,343
CA9515	1.000	A	79	Program Account Technician - Vacant since 2.14.22	19,822	24,317
TOTAL AVAILABLE FUNDING					\$79,339	\$139,850
<u>POSITIONS AND RECLASSIFICATIONS THAT NEED FUNDING IN THE UGF:</u>						
<i>Reallocation of 7% funding from Restricted General Fund to Unrestricted General Fund</i>						
MA9999	1.000	MN	21	Pearson, Tami (FY 21-22 Apr-Jun, FY 22-23 Jul-Jun)	4,151	16,601
<i>Reclassification from Coordinator of School of Continuing Education range A112 to Systems Analyst range A124</i>						
CA9359	1.000	UA	124	Yeo, Krystal (FY 21-22 Aug 2021 - Jun 2022, FY 22-23 Jul-Jun)	9,382	16,256
<i>Reclassification from Administrative Specialist III range A81 to Administrative Specialist IV range A88</i>						
CA9416	1.000	UA	88	Vukojevic, Stephanie (FY 21-22 Sep 2020 - Jun 2022, FY 22-23 Jul-Jun)	12,043	6,803
<i>Increase in FTE from 47.5% to 100% of Administrative Specialist II</i>						
CA9370	1.000	UA	75	Sanchez Ayala, Raul (FY 21-22 Apr 2021 - Jun 2022, FY 22-23 Jul-Jun)	17,132	70,272
<i>New Position for an Administrative Specialist II, Older Adults Program, 47.5% FTE, range 75</i>						
	0.475	UA	75	Administrative Specialist II - Older Adults (FY 22-23 Jul-Jun)	-	30,497
TOTAL FUNDING NEEDED					\$42,708	\$140,429
ONE-TIME COST IN THE UGF FOR FY 2021-22 IS COVERED BECAUSE AVAILABLE FUNDS EXCEED THE FUNDING NEEDED					\$36,631	
ADDITONAL UGF ONGOING FUNDS NEEDED AS FUNDING NEEDED EXCEEDS AVAILABLE FUNDS FOR FY 2022-23						(\$579)